

SENATE BILL #1997

**Title:** Revision of the ASUW Finance Policy

**Date:** February 15, 2002

**Authors:** Senators Jacobs, Sapp, Simental, Stos, and Woodard

**Sponsors:** Senators Jacobs, Oaks, Sapp, Simental, Stos, and Woodard

1. WHEREAS, the ASUW Finance Policy has not been thoroughly reviewed
2. since FY 89; and
3. WHEREAS, the ASUW Finance Policy has not been updated since September
4. 1999; and
5. WHEREAS, the ASUW Finance Policy should be reviewed and updated
6. periodically to maintain a current, concise, and consistent policy; and
7. WHEREAS, the proposed attached ASUW Finance Policy has been reviewed
8. and updated by the ASUW Budget and Planning Committee; and
9. WHEREAS, the proposed, attached ASUW Finance Policy has been reviewed
10. and approved by the UW Department of Administration and Finance.
11. THEREFORE, be it enacted that the Student Senate of the Associated
12. Students of the University of Wyoming approve the attached and revised
13. ASUW Finance Policy for immediate implementation.

**Referred to:** No Referral

**Date of Passage:** February 26, 2002

**Signed:** *Jana Rose*

(ASUW Chairperson)

“Being enacted on February 27, 2002, I do hereby sign my name hereto and approve this Senate action.” *Karnell Brooks*

ASUW President

## **ASUW FINANCE POLICY**

Adopted by the ASUW Government for providing a consistent, enduring guide to utilizing the funds under the custody and supervision of the Associated Students of the University of Wyoming

Passed by Student Senate February 26, 2002  
Senate Bill #1997

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## **PREAMBLE**

We, the members of the Associated Students of the University of Wyoming (ASUW), in accordance to the ASUW Constitution, ASUW By-laws, and other recognized University Regulations, establish the following Financial Policy as a means to govern the annual budget allocation process and other various financial decisions of the Association. This policy has been created to capture the substantive best practices of allocating resources for the use of the Associated Students, while also advancing the University's educational mission and promotion of our campus as a free marketplace of ideas.

### **Section I. Introduction**

- A. It is the purpose of the ASUW Finance Policy to provide clear policies for the ASUW Student Government in financial management and budget planning. This policy, and other such guidelines set forth by the ASUW, shall be the foundation from which monetary decisions are based in answering the needs of the ASUW membership.
- B. The ASUW Finance Policy is governed by University Regulations and directives. Student Activity fees are public funds which must be administered in a manner consistent with the educational mission of the University of Wyoming.
- C. The administration of this policy shall be the responsibility of the ASUW Budget and Planning Committee on behalf of the ASUW Government and its membership.
- D. Funds allocated to ASUW services and programs shall be administered according to this policy and other University financial policies. The ASUW shall allocate funds for student programs and activities from these funds that benefit the student population.
- E. Seeking the optimum use of ASUW funds, the following criteria shall be considered by both the ASUW Budget and Planning Committee and by the ASUW Finance Appropriations Committee when determining the appropriateness and priority of allocations:
  - 1. Whether or not this is an activity that can be funded by the ASUW under current financial policies.
  - 2. The number of students being served by the activity.
  - 3. The general value and scope of the activity.
- F. Funds shall be allocated to ASUW sponsored programs with priority given to 1.) the ASUW Government and its services; and 2.) University Recognized Student Organizations.
- G. Changes or additions to the ASUW Finance Policy shall require a two-thirds affirmative vote of the ASUW Senate and the approval of the UW Vice President for Finance and Administration.

- H. From the last day of Spring semester to the first day of Fall Semester, the ASUW President and Vice President shall have financial authority for ASUW to approve the use of remaining fiscal year budgets. At the first senate meeting of the Fall Semester, the ASUW President and Vice President shall submit an itemized list of such expenditures to the ASUW Senate. The ASUW Business Manager must approve all summer expenditures.

## **Section II. Budget Procedure**

It is the responsibility of the ASUW Budget and Planning Committee to prepare and submit an annual budget to the ASUW Senate. To aid the Committee in this duty, the following procedures shall be followed:

- A. The ASUW Budget and Planning Committee Chair shall make budget information available to the ASUW early in the spring semester. The Chair shall schedule workshops on budget preparation.
- B. Budget requests shall be submitted to the ASUW Business Office by the stated deadline.
- C. The ASUW Budget and Planning Committee shall prepare the budget for approval by the ASUW Senate.
- D. The ASUW Senate shall submit the ASUW Budget to the UW Board of Trustees through the appropriate University budgeting procedures for approval.
- E. If the purpose of any organization's budget should change during the fiscal year, the organization must obtain approval of the ASUW Budget and Planning Committee prior to such a change. Such changes shall be under the authority of the ASUW Budget and Planning Committee.
- F. Changes to the UW Board of Trustee's approved spending authority must be approved by the ASUW Budget and Planning Committee, the ASUW Senate, and the UW Board of Trustees.
- G. At the completion of the fiscal year, all remaining student fees shall be transferred to the ASUW Reserve. (See Section X.)

## **Section III. General Guidelines for Allocations to Student Organizations**

- A. Potential benefits available to a significant and diverse population of the ASUW membership shall be an important factor when considering requests for financing activities or events by recognized student organizations.
  - 1. Student organizations shall not receive funding from ASUW for normal operating expenses, membership fees, dues or organizational publications.

2. Student organizations shall not receive funding from ASUW for travel expenses except when part of contractual expenses of a performer or speaker.
  3. Student organizations shall only receive funding when the program or activity is open to the entire student population.
  4. The ASUW Budget and Planning Committee shall not allocate funds for the purpose of a student organization's charitable fund-raising activities and in accordance with University Regulations. A student organization may receive an ASUW allocation to be used for other programs/ activities that have the potential of creating revenue. All net profit derived from an activity funded all or in part by ASUW, not to exceed the amount of the ASUW allocation, shall be paid to ASUW. Any profit in excess of the initial ASUW allocation shall remain with the student organization for their use.
- B. Activities sponsored by recognized student organizations shall meet the following requirements in order to be eligible for funding:
1. The activity must have a valid educational purpose.
  2. The activity must not have the primary purpose of promoting or inhibiting a particular religious or political ideology.
  3. The activity must not foster excessive entanglement between the state institution and a particular religious or political ideology.
- C. Promotional Requirements for ASUW Funded Activities include:
1. All ASUW supported or sponsored programs must contain the ASUW logo on all promotional materials. Advertising and promotional materials must be approved by a program adviser before release in order to ensure quality and the proper use of the ASUW logo.
  2. Public notice of not less than 5 days must be given prior to the program or activity. This may take the form of flyers, posters, student newspaper, or other public media.
  3. A program evaluation must be completed in the Campus Activity Center.
- D. The program adviser shall serve as a programming adviser for the program or activity and must be consulted when ASUW funds are used. The ASUW Business Office shall serve as the financial advisor for all ASUW funded activities.

#### **Section IV. ASUW Finance Appropriations Committee**

- A. Guidelines
1. Only Recognized Student Organizations may seek funding for activities and programs and/or registration fees by making application to the ASUW Finance Appropriation Committee.
  2. Recognized student organizations receiving allocations of ASUW funds shall use them in accordance with their itemized requests and any additional

stipulations placed on the allocations by the ASUW Finance Appropriations Committee and/or the ASUW Senate. Any changes made to an approved request must be reconsidered and approved by the ASUW Finance Appropriations Committee and the ASUW Senate prior to their use.

3. Previous allocations for the same or similar activity or program shall not be binding on the consideration of a current request; however, information gained from past activities may be utilized in judging the value of the request.
4. The availability of outside funding shall be considered and discussed before requests are granted by the ASUW Finance Appropriations Committee. ASUW funds will not be granted when other such funding sources have not been explored.

#### B. General Application Procedure

1. Application forms for ASUW funding shall be made available through the ASUW Business Office. The student organization shall submit the completed form to the ASUW Business Office not less than one month prior to the event. The ASUW Business Office will forward the application to the Chairperson of the ASUW Finance Appropriations Committee.
2. If the event includes a speaker or performer, a contractual agreement must be completed in the Campus Activities Center in a timely manner. The ASUW Finance Appropriations Committee must approve the funding request before negotiating the contract and the contract must be finalized before the event occurs.
3. A representative of the recognized student organization shall be contacted and be required to attend the ASUW Finance Appropriations Committee meeting in order to provide further information to the committee.
4. The recommendation of the ASUW Finance Appropriations Committee shall be taken to the ASUW Senate in the form of a motion for final action.
5. The ASUW Senate-approved budget shall be returned to the ASUW Business Office for implementation. The representative from the organization shall meet with the program adviser and the ASUW Business Office immediately following approval in order to complete the process.
6. All invoices must be submitted to the ASUW Business Office within 30 days following the event or the allocation will be void and funds will remain with the ASUW Finance Appropriations Committee.

#### C. Allocations for Registration Fees

1. University Recognized Student Organizations wishing to receive funds for registration fees may apply to the ASUW Finance Appropriations Committee.
2. Only students who are members of the ASUW are eligible to receive registration fees.
3. The ASUW Finance Appropriations Committee shall provide registration monies not exceeding \$500 per organization for the same conference in the same fiscal year. Registration fees will be paid by the ASUW Business Office prior to the conference.
4. ASUW funds allocated through the ASUW Finance Appropriations Committee cannot be applied to travel, lodging, meals, or any other travel expenses associated with a conference.
5. All registration documentation must be submitted to the ASUW Business Office within 30 days of the conference or the allocation will be revoked.

#### **Section V. Appropriations Bills**

- A. University Recognized Student Organization or the ASUW seeking more than \$3,000 for a program/activity must receive ASUW government sponsorship through the ASUW legislative process. Such appropriations shall be funded from the ASUW Reserve and will require UW Board of Trustee approval.
- B. All appropriations bills shall be referred to the ASUW Budget and Planning Committee and to any other ASUW Committee deemed appropriate by the ASUW Steering Committee.
- C. Within 15 days after referral to the ASUW Budget and Planning Committee, the committee shall meet and recommend to the ASUW Senate regarding the request. A representative of the initiating organization shall be required to attend this Senate meeting. The ASUW Budget and Planning Committee shall refer the appropriations bill back to the ASUW Senate with a "Do Pass" or "Do Not Pass" recommendation and rationale.
- D. Upon ASUW Senate and the UW Board of Trustees approval, the appropriations bill shall be submitted to the ASUW Business Office for implementation. The organization's representative shall meet with the ASUW Business Manager or designee and review the appropriate procedures necessary for expending ASUW funds.
- E. Within 30 days of the completion of the activity/project, a written report must be submitted to the ASUW Senate, detailing the manner in which the funds were used. The report shall include:



1. A financial statement including all funding sources and expenditures.
2. The number of sponsors and participants involved.
3. A summary of the activity/project:
  - a. An analysis of its success or failure.
  - b. A description of any problems encountered.
  - c. An analysis of the benefit of the program to the ASUW.
  - d. Any suggested improvements for similar future activities or projects.

#### **Section VI. ASUW Endowment**

- A. The ASUW shall maintain an Endowment Fund, with the University of Wyoming Foundation hereinafter referred to as the "ASUW Endowment." This fund shall consist of monies derived from the sources specified in the passage of Senate Bill #1857 and any additional gifts or annual investment interest.
- B. The annual interest from the ASUW Endowment shall be used for one-time projects that will benefit a large population of students for several years, and shall be called "ASUW Special Projects". These funds shall be distributed in one or more allocations to be determined by the ASUW Budget and Planning Committee with the approval of the ASUW Senate.
- C. The recommendation from the ASUW Budget and Planning Committee will follow an application process to be determined by the committee. Applications may be submitted by Recognized Student Organizations, UW Colleges, UW Departments, ASUW Committees or any member of ASUW. A schedule, including guidelines and deadlines, shall be developed annually by the ASUW Budget and Planning Chair. Final decisions and notification of awards of annual allocations will be made prior to the Thanksgiving Holiday.
- D. In the instance that the ASUW Budget and Planning Committee receives no applications, or the applications received are not consistent with the guidelines, that year's interest shall be returned to the ASUW Endowment.
- E. In the instance that there are residual monies from the current fiscal year allocation, these monies will be retained in the ASUW Special Projects account for allocation in the following fiscal year.
- F. ASUW retains the right to establish other endowments as deemed useful and necessary by the ASUW Senate with the approval of the UW Board of Trustees.

#### **Section VII. Travel**

- A. The ASUW may fund student travel if it is related to ASUW objectives and is approved by the ASUW Senate. Travel shall be in accordance with University travel regulations and shall meet the following provisions:

1. The purpose of travel must be inherent to the UW and ASUW educational mission and beneficial to the student body.
  2. ASUW retains the right to limit the amount of payment or reimbursement for approved travel expenses within available budgetary funds.
  3. Recognized Student Organizations may receive funds from ASUW for registration fees but not for related travel expenses. (See Section IV, C.)
- B. ASUW travel shall be limited to the following carriers:
1. Common commercial carrier.
  2. University of Wyoming vehicle.  
University vehicles will be reserved through the ASUW Business Office for approved travel. ASUW will not be responsible for any charges resulting from reservations not made through the ASUW Business Office
  3. Personal vehicles under the following provisions:
    - a. Proof of adequate insurance coverage, including medical liability.
    - b. An ASUW Travel Waiver signed by the driver and all passengers. (See Appendix I)
    - c. Driver of the vehicle must have completed UW Defensive Driving.
  4. ASUW sponsored travel shall be conducted in accordance with University policies and procedures. The driver and passengers of the vehicle must adhere to reasonable and prudent standards of conduct. Travelers will be held personally responsible for their actions in regard to traveling under the name of ASUW and the University of Wyoming.
- C. The Dean of Students or designee, shall be the University officer responsible to administer University travel procedures on behalf of the Associated Students.

### **Section VIII. Equipment and Property**

- A. Equipment and/or property acquired with ASUW funds shall remain University property under the supervision of the ASUW. Policy regarding purchase, use, replacement, and disposal of equipment shall be determined by the ASUW and administered by the ASUW Business Office.
- B. Equipment or other property must be purchased through approved University procedures. For purposes of definition, equipment/property shall be items acquired at a purchase price of \$500.00/per unit or more and shall have a useful life of two or more years. All equipment or other property purchased with ASUW funds must be inventoried by the ASUW Business Office and the University Property Office. The ASUW Business Manager shall assign the equipment to the appropriate area and the supervisor of that area shall assume responsibility for the care, use, and maintenance of the equipment/property.

- C. Regular repair and maintenance may be necessary to insure the safety and proper functioning of ASUW equipment/property. ASUW shall budget regularly for equipment maintenance, repair and replacement. Equipment or other property that has been assigned to a group external to the ASUW Government shall be responsible for maintenance and repair.
- D. The ASUW Business Manager coordinating with the ASUW Budget and Planning Committee and ASUW President shall be responsible for all purchase and disposal procedures of ASUW equipment/property. Items identified for disposal shall be made available to other ASUW services and Student Affairs departments. If the item is unclaimed, it shall be listed with the University Property Office for disposal in accordance with the procedures of that office.
- E. Funds derived from disposing of ASUW equipment/property shall be deposited to the ASUW Equipment Reserve account. This account, from which the equipment purchase originated, is maintained by the University Accounting Office for ASUW.
- F. The ASUW will annually budget 2.75% of the projected student fee to the ASUW Equipment Reserve for the express purpose of purchasing new equipment or other property. This reserve shall be designated as a budget revenue source for the ASUW annual budget for equipment and other property purchases.
- G. The ASUW may rent specified equipment and services to university departments and recognized student organizations through their technical support service – ASTEC. Fees for equipment use and related services shall be determined by the ASUW Business Manager and the Coordinator of ASTEC Services with the approval of the ASUW Senate and the UW Board of Trustees. Accurate records and the deposit of revenues shall be the responsibility of the ASUW Business Office.
- H. The ASUW may loan equipment/property for use by University recognized student organizations. This equipment/property will be reserved for use by an organization under the following terms:
  - 1. The ASUW does not relinquish ownership of equipment/property purchased from ASUW funds but such equipment may be reserved for use by a recognized student organization for a pre-determined period of time.
  - 2. A recognized student organization that has reserved ASUW equipment/property for its own use shall not sell, rent, loan, or otherwise provide such equipment/property to other organizations or individuals.
  - 3. A student organization and its officers shall be held responsible for the replacement or repair of ASUW equipment/property that is damaged, destroyed, or lost due to negligence or misuse on the part of an organization or its members. Normal equipment maintenance shall be the responsibility of the student organization during the period of custody.

4. Violation of these terms by a student organization or its individual members shall constitute a suspension of use of the reserved equipment for a period of not more than three years.
5. The designated officer(s) of a student organization shall have completed and submitted an equipment contract to the ASUW Business Office before any reserved equipment is released to the student organization.

#### **Section IX. Contracts**

- A. For all contracts, the ASUW Business Manager or the Assistant Director of the Wyoming Union or designee shall negotiate all contract terms.
  1. As a recognized department of the University of Wyoming, ASUW is subject to University regulations in executing contractual agreements.
  2. All contracts must be approved by the UW Vice President of Administration and Finance or designee. The ASUW has authority to initiate negotiations on contractual agreements between the ASUW (University) and the second party.
  3. Questions concerning legal issues, procedures, or interpretation of proposed agreements or contracts should be brought forward by the ASUW Business Manager, the Assistant Director of the Wyoming Union, or the UW Vice President of Finance and Administration or designee for interpretation.
- B. The ASUW Business Manager and/or the Assistant Director of the Wyoming Union shall approve all proposed expenditures for the completion of the contract in accordance with ASUW and University policy.
  1. Payment of contractual fees shall be completed by the ASUW Business Office with completed copies of the contract retained by the ASUW Business Manager and the Assistant Director of the Wyoming Union.
  2. Promotions and ticket sales shall not be initiated until the contract is completed by all parties. Communications with the Union Ticket Office as to start of promotions and ticket sales should be coordinated by the Assistant Director of the Union and the Union Ticket Office Manager.

#### **Section X. ASUW Reserve Fund**

- A. The ASUW shall maintain a reserve fund, hereinafter referred to as the "ASUW Reserve." This reserve will consist of student fees derived from the sources specified under Paragraph 2, University Regulation #239. The accumulation of these funds shall be maintained for the purposes of securing the ongoing development of the activities, programs, and advancement of the ideals of the Associated Students of the University of Wyoming.
- B. Authority for utilization of the ASUW Reserve lies with the ASUW Budget and Planning Committee with consent of the ASUW Senate and the UW Board of Trustees. Any unbudgeted portion or residual amount of the designated "ASUW Fee" shall revert to the ASUW Reserve at the end of each fiscal year.

- C. The ASUW Reserve shall be invested by the UW Office of Investments and Taxes in accordance with the laws and regulations of the State of Wyoming. All earnings derived from these investments shall remain in the ASUW Reserve. The ASUW Reserve shall be utilized by incorporating its support in the ASUW's annual budget or by special petitioning of the UW Board of Trustees. (See Section V.)
- D. It shall require a 3/4's affirmative vote of the ASUW Senate to deplete the ASUW Reserve below \$100,000.00.
- E. The ASUW shall also maintain under the same policies an ASUW Equipment Reserve Fund. (See Section VIII, E.)

**Section XII. References**

- A. Reference documents to support this policy are as follows:
  - 1. ASUW Constitution and By-Laws
  - 2. University Regulation 239
  - 3. University Regulation 249
  - 4. University Regulation 233-236 (Student Organizations)
  - 5. UW Information Circular 1993-1

**Appendix I: Travel Waiver**

- A. ASUW Travel Policy shall be established to set forth policies and procedures for authorization of travel and reimbursement for travel by students, faculty or staff, who travel as representatives of the ASUW.  
References:
  - 1. University Regulation 177, Official University Travel and Reimbursement.
  - 2. University Regulation 249, Financial Policies and Procedures of the Associated Students of the University of Wyoming.
  - 3. ASUW Finance Policy Section VI, Travel.
  
- B. General Information. The purpose of ASUW support for student travel is to assist students in the fulfillment of their individual and group extra-curricular interests as such are accommodated within an appropriately approved and sponsored ASUW program. It is assumed that college students who participate in these programs are at the age of maturity and level of personal prudence to understand their personal assumption of any risk attending the various aspects of such travel and participation in program activities, which result from such travel. Student travel financed and/or sponsored by the ASUW will be in accordance with the applicable requirements of references A.1., A.2., and A.3. above, as well as the following provisions.
  
- C. Mode of Travel. ASUW supported travel may be accomplished by utilization of common carriers (bus, train, airline), private vehicle, or University owned vehicle.
  - 1. Whenever student travel by University owned vehicle is authorized, the use of and reimbursement for the vehicle will be in accordance with the provisions of reference A.1. above.
  - 2. Whenever an ASUW student representative decides to travel by privately owned vehicle, the travelers shall be deemed to have assumed all responsibility for the consequences of use of a private vehicle except that reimbursement for vehicle mileage may be made in accordance with the applicable provisions for reimbursement set forth in reference A.1. above.
  
- D. Travel Reimbursement. Reimbursement for ASUW student travel will include the following considerations:
  - 1. Any type of fine or penalty based on control of a vehicle being used incident to authorized ASUW student travel is the responsibility of the authorized traveler and will not be reimbursed;
  - 2. Payment for mileage on a University owned vehicle or reimbursement for mileage on a private vehicle shall be paid according to University established rates or direct travel expenses, whichever is less and shall be paid in the amount determined by computation of the nearest practical route to and from the agreed destination;
  - 3. Costs other than those relating to the mode of travel (meals, lodging, etc.) which are incurred by student participants in an ASUW sponsored program shall not be reimbursed unless such costs are specifically approved as a part of the program and the ASUW fiscal year budget; and
  - 4. Students appointed or elected to positions in the ASUW government and ASUW/University employees who are not students may be reimbursed for such costs as are approved when the travel is for purposes that are intrinsically related to the ASUW responsibilities for providing programs and activities for the general student body, so long as such reimbursement is in accordance with the provisions of reference A.1 above.
  
- E. Student Conduct. All students traveling under the auspices of the ASUW are expected to conduct themselves in a manner consistent with University Regulations, which set forth standards for student conduct.
  - 1. Traveling as a student participant in an ASUW sponsored program is a voluntary extracurricular activity, and students who participate in these activities individually bear the responsibility for insuring that such participation does not interfere with their academic responsibilities.
  - 2. All students who travel under the auspices of the ASUW will be advised of their individual responsibilities and this travel policy prior to being authorized to travel.
  - 3. Driving while under the influence of alcohol or other drugs is against the law and strictly prohibited while on authorized ASUW travel.
  
- F. Administrative Responsibility. The Dean of Students or designee shall be responsible, in behalf of the ASUW, for the administration of this policy and the attending procedures.
  
- G. I, the undersigned, having read and understood the above policies and procedures, am fully aware of the various risks assumed by me personally while traveling on the approved trip, do intend to undertake the ASUW sanctioned trip and will adhere to all the foregoing policies and procedures:

NAME

DATE

SIGNED \_\_\_\_\_

Emergency contact name \_\_\_\_\_

Address \_\_\_\_\_

Telephone (home) \_\_\_\_\_ (work) \_\_\_\_\_